



An Equal Opportunity Employer

SENIOR RECREATION SPECIALIST

PART-TIME POSITION

SALARY: \$17.65 - \$21.45 per hour

This is a part-time position, approximately 29 hours per week, hours vary but must be available between the hours of 1:00 p.m. to 10:00 p.m. Monday through Friday including some weekends, in the Human Services Department to assist staff with the implementation of recreation and social service programs, activities, and special events for all ages, specifically youth. Under the direction of a full-time supervisor in the Human Services Department this position will assist in planning, promoting and conducting recreation and social service programs; activities, special events and perform other duties as assigned or required. Have the ability to work a flexible schedule, including evenings and weekends. This is an hourly position offering no supplemental employee benefits other than salary.

ESSENTIAL JOB DUTIES

Under direct supervision, assists in the development and implementation of special events, recreational, sports, social, and educational activities and programs held at various schools, playgrounds and City facilities. Prepares written and oral reports and creates, organizes, promotes, supervise staff and evaluates activities. Performs other duties as assigned.

ORGANIZATIONAL RESPONSIBILITIES

This position reports to a full-time supervisor in the Human Services Department.

QUALIFICATIONS, KNOWLEDGE, AND ABILITIES

Knowledge of:

Principles of municipal recreation programs and municipal government organizations and functions; customer service, leadership skill; equipment and supplies used for recreational activities; recreational cultural, and social needs in the community; and procedure for planning, organizing, and maintaining a variety of recreation, human services, leisure activities, and working with the public, community based agencies, and schools.

Skills/Abilities to:

Under supervision, ability to plan and organize activities for all ages, specifically youth, good communication skills, both written and oral; make program presentations, ability to follow oral and written instructions; develop and maintain effective relationships with all participants, volunteers, staff, and be an effective team player; elicit community and organization support for programs; prepare flyers, reports, news releases, and newsletters.

EDUCATION AND EXPERIENCE, AND LICENSE

High School Graduation, or G.E.D., minimum two years of college, and/or three years experience working with the public in the recreation, social service, or a related field required. Additional qualifying experience may be substituted for educational requirement. Related experience and/or training in planning, organizing activities, and clerical responsibilities. Possession of a valid California driver's license and proof of insurance required. Valid First Aid and CPR certification required within a month of hire.

SELECTION PROCESS

1. Completion of Montclair's **Employment Application** form and **Supplemental Questionnaire for Criminal Convictions** (Recreation and Learning Positions) is required.
2. **All** applications received by the filing deadline of **6:00 p.m. on Thursday, January 27, 2022**, will be screened for conformance with required and desirable qualifications.
3. Candidates possessing the highest qualifications will be invited to participate in a structured oral interview.
4. Successful candidates' names will be placed on an eligibility list from which a selection will be made. The City Manager will make final appointment, upon recommendation of the Director of Human Services.
5. The top candidates must pass a fingerprint, criminal background investigation, and a preemployment physical including a drug screening, prior to hiring.

APPLICATION PROCEDURE AND FILING DEADLINE

City applications forms are available on-line at www.cityofmontclair.org. Completed and signed applications must be submitted to via email to jobs@cityofmontclair.org, in person or by U.S. mail to City Hall, Personnel Division, 5111 Benito Street, Montclair, California, or via fax to (909) 621-1584, by the **FILING DEADLINE** of **6:00 p.m. on Thursday, January 27, 2022**.

Applications received by fax or email will be requested to be submitted with original ink signature if invited to structured oral interview.

THE CITY

Montclair was incorporated in 1956 as a General Law City and presently operates under a Council-Manager form of government. Four Council Members and the Mayor are elected at-large for four-year terms. Montclair is located at the western end of San Bernardino County and is a convenient distance of 35 miles from the Los Angeles Civic Center. Beaches, deserts, mountain resorts, and other recreational facilities are equally accessible by way of the excellent freeway system serving the Montclair area. The geographic size of the City is five square miles with a population of approximately 38,944 (U.S. Census Bureau, V2016). Montclair has a successful, multimillion-dollar regional shopping center which opened in 1968 and provides major retail shopping for the Inland Empire residents.

PERSONNEL PROCEDURES

All employment activities are conducted under the City's merit system. Following acceptance of applications, qualified candidates are normally given either a written test, structured oral interview, or both prior to employment.

EMPLOYMENT RULES

Only U.S. citizens and lawfully-authorized alien workers are considered for employment. A standard loyalty oath must be taken by each new employee. Prior to receiving a job with the City of Montclair, the top candidate must submit a valid social security card and must pass a background investigation and a preemployment physical, including a drug screening, at City expense.

NONDISCRIMINATION POLICY

Pursuant to Section 51.55 of the Office of Revenue Sharing regulations, implementing Section 504 of the Rehabilitation Act of 1973, notification is hereby given that the City of Montclair does not discriminate on the basis of handicapped status in the admission of, access to, or treatment of employment in its programs or activities.

